

**State of Delaware**  
**SNOW & ICE REMOVAL**  
**Request for Proposal**  
**Contract No. GSS10270-SNOW\_REMOVE**

*July 8, 2010*

**- *Deadline to Respond -***  
***July 30 , 2010***  
***1:00pm EDT***

July 8, 2010

**CONTRACT NO. GSS10270-SNOW\_REMOVE**

**ALL OFFERORS:**

The enclosed packet contains a "REQUEST FOR PROPOSAL" for SNOW & ICE REMOVAL. The proposal consists of the following documents:

**REQUEST FOR PROPOSAL - CONTRACT NO. GSS10270-SNOW\_REMOVE**

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS, REQUEST FOR PROPOSAL, AND SCOPE OF WORK
- 3 PROPOSAL REPLY SECTION
  - A - NO PROPOSAL REPLY FORM
  - B - NON-COLLUSION STATEMENT AND ACCEPTANCE
  - C - PROPOSAL SUMMARY
  - D - OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE (OMWBE) APPLICATION

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number by 1:00 p.m., EDT, Friday, July 30, 2010.

All questions are due in writing by 4:30 p.m., EDT, Monday, July 20, 2010 to [Alisha.mccullough@state.de.us](mailto:Alisha.mccullough@state.de.us). Responses will be posted no later than 4:30 p.m., EDT, Friday, July 23, 2010.

A mandatory pre-bid meeting has been scheduled for 11:00 a.m., EDT, Friday July 16, 2010 at Government Support Services, 100 Enterprise Place, Dover, DE 19904. **This is a mandatory meeting.** If an offeror does not attend this meeting; they shall be disqualified and shall not be considered for further evaluation.

**Proposals shall be submitted to:**

**State of Delaware  
Government Support Services  
Contracting Section  
100 Enterprise Place, Suite 4  
Dover, DE 19904 - 8202**

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal. Should you need additional information, please call Alisha McCullough at 302-857-4556.

## **GOVERNMENT SUPPORT SERVICES**

### **DEFINITIONS AND GENERAL PROVISIONS**

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

## **DEFINITIONS**

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

**STATE**: The State of Delaware

**AGENCY**: State Agency as noted on cover sheet.

**DESIGNATED OFFICIAL**: The agent authorized to act for the Agency.

**BID INVITATION**: The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

**GENERAL PROVISIONS**: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

**SPECIAL PROVISIONS**: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

**BIDDER OR VENDOR**: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

**PROPOSAL**: The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the material or equipment described in the specifications.

**SURETY**: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which it has contracted.

**BIDDER'S DEPOSIT**: The security designated in the proposal to be furnished by the bidder as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the bidder.

**CONTRACT**: The written agreement covering the furnishing and delivery of material or work to be performed.

**CONTRACTOR**: Any individual, firm, or corporation with whom a contract is made by the Agency.

**CONTRACT BOND**: The approved form of security furnished by the contractors and its surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

## SECTION A - GENERAL PROVISIONS

### 1. **BID INVITATION:**

See "Definitions".

### 2. **PROPOSAL FORMS:**

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting its bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

### 3. **INTERPRETATION OF ESTIMATES:**

- a. The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

### 4. **SILENCE OF SPECIFICATIONS:**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

### 5. **EXAMINATION OF SPECIFICATIONS AND PROVISIONS:**

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

### 6. **PREPARATION OF PROPOSAL:**

- a. The bidder's proposal shall be written in ink or typewritten on the form provided.
- b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

7. **PRICES QUOTED:**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract.

8. **DISCOUNT:**

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

9. **SAMPLES OR BROCHURES:**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

10. **PROPOSAL GUARANTY; BID BOND:**

- a. Each bidder shall submit with its proposal a guaranty in sum equal to at least 10% of the total value of its bid, according to Delaware Code Title 29, Section 6927(a).
- b. This bid bond shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware, to the State of Delaware for the benefit of the Agency, or a certified check drawn on a reputable banking institution and made payable to the Agency in the requirement amount. If Agency bond form is not utilized, the substituted bond forms must conform to the minimum of conditions specified in the Agency bond form.

11. **DELIVERY OF PROPOSALS:**

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address listed below. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the address listed below. All bids must clearly display the bid number on the envelope.

**STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET  
GOVERNMENT SUPPORT SERVICES  
100 ENTERPRISE PLACE, SUITE 4  
DOVER, DE 19904-8202**

All proposals will be accepted at the time and place set in the advertisement. Bidder bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

12. **WITHDRAWAL OF PROPOSALS:**

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

**13. PUBLIC OPENING OF PROPOSALS:**

The bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

**14. PUBLIC INSPECTION OF PROPOSALS:**

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports the firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

**15. DISQUALIFICATION OF BIDDERS:**

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- e. If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- f. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

## **SECTION B - AWARD AND EXECUTION OF CONTRACT**

### **1. CONSIDERATION OF BIDS:**

The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

### **2. MATERIAL GUARANTY:**

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

### **3. CONTRACT AWARD:**

**REF: Title 29, Chapter 6924(j) Delaware Code.** The contract shall be awarded within 90 days of the closing date and time advertised in the request for proposals. The agency shall award a contract to the offeror whose proposal is determined in writing to be most advantageous to the State, based on the factors set forth in the request for proposals. The determination shall explain the basis of award.

### **4. EXECUTION OF CONTRACT:**

- a. The bidder to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.
- b. If the successful bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified bidder of the work or re-advertised, as the Agency may decide.

### **5. REQUIREMENT OF CONTRACT BOND:**

- a. Successful bidders shall furnish bond, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.
- b. The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

### **6. WARRANTY:**

The successful bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

### **7. THE CONTRACT(S):**

The contract(s) with the successful bidder(s) will be executed with the Office of Management and Budget, Government Support Services acting for all participating agencies.

8. **RETURN OF BIDDER'S DEPOSIT:**

The deposits shall be returned to the successful bidder upon the execution of the formal contract. The deposits of unsuccessful bidders shall be returned to them immediately upon the awarding of the contract or rejection of their bids.

9. **INFORMATION REQUIREMENT:**

The successful bidder's shall be required to advise the Office of Management and Budget, Government Support Services of the gross amount of purchases made as a result of the contract.

10. **CONTRACT EXTENSION:**

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

11. **TERMINATION FOR CONVENIENCE:**

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

12. **TERMINATION FOR CAUSE:**

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

## **SECTION C - GENERAL**

### **1. AUTHORITY OF AGENCY:**

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

### **2. LAWS TO BE OBSERVED:**

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

### **3. PERMITS AND LICENSES:**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

### **4. PATENTED DEVICES, MATERIAL AND PROCESSES:**

- a. The contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

### **5. EMERGENCY TERMINATION OF CONTRACT:**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

6. **TAX EXEMPTION:**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the contractor. Each bidder shall take its exemption into account in calculating its bid for its work.

7. **OR EQUAL (PRODUCTS BY NAME):**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

8. **INVOICING:**

After the awards are made, the agencies participating in the bid may forward their purchase orders to the successful bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

## **SECTION D - EQUAL OPPORTUNITY**

### **1. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS:**

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.
- c. The term "contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

Revised 07012009

REQUEST FOR PROPOSAL  
CONTRACT NO.: GSS10270-SNOW\_REMOVE  
SNOW & ICE REMOVAL  
SPECIAL PROVISIONS

1. **COMPETITIVE SEALED PROPOSAL:**

It has been determined by the Director, Office of Management and Budget, pursuant to **Delaware Code Title 29, Chapter 6924 (a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Conduct Oral or written discussions with offerors concerning technical and price aspects of their proposals;
- Afford offerors an opportunity to revise their proposals;
- Compare the different price, quality and contractual factors of the proposals submitted.

2. **CONTRACT REQUIREMENTS:**

This contract will be issued to cover the Snow and Ice Removal requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

3. **MANDATORY USE CONTRACT:**

**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

4. **CONTRACT PERIOD:**

Each contractor's contract shall be valid for one (1) year from October 1, 2010 through September 30, 2011. Each contract may be renewed for four (4) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

5. **PRICES:**

Prices and/or rates shall remain firm for the term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

6. **MOST-FAVORED CUSTOMER:**

The contractor shall not offer to others prices lower than those provided in the contract, or if lower prices are offered they must also apply to the subject contract.

7. **PRICE ADJUSTMENT:**

If agreement is reached to extend this contract for the second, optional year, the Division of Government Support Services shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

8. **SHIPPING TERMS:**

F.O.B. destination; freight prepaid.

9. **QUANTITIES:**

The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of bids. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract.

10. **FUNDING OUT:**

The continuation of this contract is contingent upon funding appropriated by the legislature.

11. **BID BOND REQUIREMENT:**

Bid Bond Waived.

12. **PERFORMANCE BOND REQUIREMENT:**

Performance Bond Waived.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

13. **MANDATORY INSURANCE REQUIREMENTS:**

Certificate of Insurance and/or copies of insurance policies for the following:

1. As a part of the contract requirements, the contractor shall obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors shall carry Comprehensive General Liability and at least one of the other coverages depending on the type of service or product being delivered.
  - a. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.
  - and
  - b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.
  - or
  - c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence.
  - or
  - d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.
2. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.
3. Forty-five (45) days written notice of cancellation or material change of any policies shall be required.
4. Before any work is done hereunder, the Certificate of Insurance and/or copies of the insurance policies, referencing the contract number stated herein, shall be filed with the State. The certificate holder is as follows:

**Administrator, Government Support Services  
Contract No. GSS10270-SNOW\_REMOVE  
State of Delaware  
100 Enterprise place, Suite 4  
Dover, DE 19904-8202**

**Note: The State of Delaware shall not be named as an additional insured.**

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

14. **STATE OF DELAWARE BUSINESS LICENSE:**

Prior to receiving an award, the successful contractor shall either furnish Government Support Services with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899-8750 or by telephone to one of the following numbers: (302) 577-8200 -- Public Service, (302) 577-8205 -- Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

15. **HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

16. **OWNERSHIP OF INTELLECTUAL PROPERTY:**

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

17. **NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

18. **FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

19. **CONTRACTOR NON-ENTITLEMENT:**

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

20. **EXCEPTIONS:**

Offerors may elect to take minor exception to the terms and conditions of this RFP. Government Support Services will evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of offerors. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the proposal opening.

21. **MANDATORY USAGE REPORT:**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested bidders.

A report shall be furnished by the successful contractor **MONTHLY Electronically in Excel format** detailing the purchasing of all items on this contract. The format to be followed is described herein and shall be filed within fifteen (15) days after the end of each reporting period. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, contractors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals. Vendors not having activity during a specific month, shall reply with a "no activity" if there is no activity during the reporting period.

**The report shall be submitted electronically in EXCEL and sent as an attachment to vendor usage@state.de.us. It shall contain the six-digit department and organization code.**

22. **BUSINESS REFERENCES:**

Offeror must supply three (3) business references consisting of current or previous customers of similar scope and value with your reply. Include name, address, telephone number, fax number, e-mail address, and a verified current contact person.

Format of Report

State of Delaware  
Monthly Usage Report

STATE OF DELAWARE							
MONTHLY USAGE REPORT							
Contract Name:		Contract Number:				Report Start Date:	
Supplier Name:						Report End Date:	
Contact Phone:						Today's Date:	
Agency Name or School District	Division or Name of School	Budget Code	Item Description	Contract Item Number	Quantity	Cost Each	Total Cost

**Note:** A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor.

The report shall be submitted electronically in **EXCEL** and sent as an attachment to vendorusage@state.de.us. It shall contain the six-digit department and organization code for each agency and school district.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

23. **ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

24. **BILLING:**

The contractor is required to "**Bill as Shipped**" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.

25. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

26. **PRODUCT SUBSTITUTION:**

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by Government Support Services to do otherwise. Awarded vendors are highly encouraged to offer any like substitute product (s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

27. **DOCUMENT(S) EXECUTION:**

Both the non-collusion statement that is enclosed with this Request for Proposal and the contract form delivered to the successful contractor for signature shall be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Government Support Services. The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's Website: <http://accounting.delaware.gov> .

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

28. **FORMAL CONTRACT AND/OR PURCHASE ORDER:**

No employee of the Contractor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

29. **SCHEDULE FOR PERFORMANCE OF WORK:**

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Contractor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forthwith proceed to collect for Non performance of work.

30. **TIME OF PERFORMANCE:**

The services of the Contractor are to commence after receipt of a purchase order, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event all of the services required hereunder shall be completed no later than the time periods set out in any schedule contained in the project Scope of Work. Any such schedule shall be maintained by the Contractor unless amended, in writing, by both parties.

31. **CONTRACTOR RESPONSIBILITY:**

The State will enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this RFP. Subcontractors, if any, shall be clearly identified in the financial proposal.

32. **ENERGY STAR PRODUCTS:**

The contractor **must** provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency. The offeror is encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.

33. **LIFE CYCLE COST ANALYSIS:**

If applicable, the specifications contained within this RFP have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment.

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34. **PERSONNEL:**

- a. The Contractor represents that they have, or will secure at their own expense, all personnel required to perform the services required under this contract.
- b. All of the services required hereunder shall be performed by the Contractor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the State.

35. **METHOD OF PAYMENT:**

- a. For each P.O. issued as part of this contract, the State will pay contractor monthly, within thirty (30) days of receipt of the Contractor's billing, the amount which is legitimately earned by the Contractor, and supported by payroll data and an itemized accounting of reasonable reimbursable direct non-salary costs. A current progress report of the work shall accompany each billing.

Final settlement for total payment to the Contractor will be made within thirty (30) days from the date of final written State acceptance of the work and services as agreed to in the P.O.

- b. No premium time for overtime will be paid without prior written State authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.

36. **TERMINATION OF P.O.'s:**

- a. Termination for Cause If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner his obligations, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the contractor in the performance of the P.O. shall, at the option of the Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.
- b. Termination for Convenience The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.

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37. **CHANGES:**

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Purchase Order.

38. **INTEREST OF CONTRACTOR:**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The Contractor further covenants that in the performance of this contract, no person having any such interest shall be employed.

39. **PUBLICATION, REPRODUCTION AND USE OF MATERIAL:**

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the Contractor for anything other than their intended purpose under this Contract. The Contractor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

40. **RIGHTS AND OBLIGATIONS:**

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project.

41. **ASSIGNMENT OF ANTITRUST CLAIMS:**

As consideration for the award and execution of this contract by the State, the Contractor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the State pursuant to this contract.

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42. **COVENANT AGAINST CONTINGENT FEES:**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

43. **GRATUITIES:**

- a. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and
- b. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Contractor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

44. **AFFIRMATION:**

The Contractor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

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45. **AUDIT ACCESS TO RECORDS:**

The Contractor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Contractor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Contractor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Contractor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of his/her duties under the Contract. Upon notice given to the Contractor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Contractor's financial records will be borne by the Contractor. Reimbursement to the State for disallowances shall be drawn from the contractor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

46. **TERMINATION OF CONTRACT:**

- a. Termination for Cause - If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.
- b. Termination for Convenience - The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

47. **REMEDIES:**

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Contractor arising out of, or relating to, this contract, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

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48. **AMENDMENTS:**

This contract may be amended, in writing, by mutual agreement of the parties.

49. **SUBCONTRACTS:**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The contractor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The contractor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

50. **AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

51. **CONFIDENTIALITY:**

Specific attention should be given to the identification of those portions of your proposal which you deem to be confidential or proprietary information which should not be disclosed under the Delaware Public Information Act. Offerors are advised that upon request for this information from a third party, the Procurement Officer is required to make an independent determination as to whether the information may be or must be divulged to the party.

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52. **CONTRACT DOCUMENTS:**

The Definitions and General Provisions and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any offeror. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

- Contract
- Request for Proposal
- Specifications or Scope of Work
- Definitions & General Provisions
- Proposal
- Purchase Order
- Special Instructions

53. **ASSIGNMENT:**

This contract shall not be assigned except by express written consent from the Director, Government Support Services, of the State of Delaware.

54. **VENDOR EMERGENCY RESPONSE POINT OF CONTACT:**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan April 2005. Failure to provide this information could render the bid as non-responsive.

55. **ELECTRONIC CATALOG:**

The successful vendor(s) may be required to submit their items list in electronic format designated by the State.

Note: The State of Delaware is in the process of implementing a new financials system, which will require the use of:

- Electronic catalogs
- Commodity/classification code: United Nations Standard Products and Services Code (UNSPSC).
- A unique item ID for all items in our system

The state has made the determination to include the requirement in this contract for two reasons:

1. To find out what vendors can offer.
2. To give the agencies and school districts a level of comfort in using electronic catalogs.

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**I. INTRODUCTION:**

**A. PURPOSE:**

Government Support Services is accepting proposals for the removal of snow and ice.

**B. GUIDELINES:**

Offerors proposal must respond to each and every requirement outlined in the RFP in order to be considered responsive. Proposals must be clear and concise.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining best and final offers.

Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

**II. FORMAT FOR PROPOSAL:**

**A. INTRODUCTION:**

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each offeror must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

**B. COVER LETTER:**

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the offeror's ability to provide the services specified in the RFP.

The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Government Support Services.

**C. TABLE OF CONTENTS:**

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

**D. DESCRIPTION OF SERVICES AND QUALIFICATIONS:**

Each proposal must contain a detailed description of how the offeror will provide each of the services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the offeror will provide that are not mentioned in this RFP.

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E. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

Two copies of the Proposal shall be submitted in a sealed package clearly marked with the name of the offeror and labeled Snow & Ice Removal. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring an offeror signature. The remaining one (1) copy does not require original signatures.

One (1) CD containing the completed Appendix A Excel sheets, in Excel format.

The State reserves the right to reject any proposals that are not received by this date and time.

The State reserves the right to award the proposed contract to multiple suppliers if the Head of the Agency determines that such an award is in the best interest of the State.

F. ADDENDA TO THE RFP:

If it becomes necessary to revise any part of this RFP, revisions in writing will be provided to all contractors known to have received a copy of the RFP. Potential offerors shall acknowledge in writing receipt of all amendments, addenda and changes issued in connection with this RFP by submitting an affirmative statement in the Proposal.

G. INCURRED EXPENSES:

The State will not be responsible for any expenses incurred by the bidder in preparing and submitting a proposal.

H. ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the contractors offer to meet the requirements of the RFP. DO NOT USE RING BINDERS.

I. RIGHT TO REJECT PROPOSALS/WAIVE OR CORRECT MINOR IRREGULARITIES:

The State reserves the right to withdraw this Request for Proposal, to reject any proposals, to waive minor irregularities in proposals or to allow the offeror to correct a minor irregularity if the best interest of the State will be served by doing so.

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III. **SCOPE OF WORK:**

A. **OVERVIEW:**

The Contractor(s) shall provide all materials and labor to satisfy the State of Delaware's need for snow & ice removal for the Division of Facilities Management as described herein. It is the intent of the Division of Facilities Management to obtain a multi-year contract for the provision of snow and ice control equipment, with operators and supervision, to be used in operations at various locations throughout the State of Delaware (list attached).

The services will require the Contractor(s) to partner with and cooperate with the ordering agency to make sure the State receives the most current state-of-the-art services.

B. **DETAILED REQUIREMENTS:**

Contractors are to perform all necessary actions to insure that assigned parking lots, sidewalks, steps, handicap ramps and landings are kept safe and operable to vehicles and pedestrians at all times. Contractor personnel and equipment are to report to the assigned area at the designated time.

The Contractor shall be available for contact on a twenty-four (24) hour day, seven (7) day a week basis. Snow removal personnel and equipment shall be at contracted sites for snow removal emergency within a two hour period.

The Contractor shall report to the assigned area no later than two (2) hours after notification by the respective agency.

The Contractor must receive authorization to be released from the site or to be put on stand-by.

Contractor must also provide a multiple phone numbers with contact people to be called when equipment and/or personnel are called to work. Telephone must be answered twenty-four (24) hours per day. Contactor, subcontractors and labor work groups must have cell phone communications at all times.

Sidewalks must be kept free of ice and snow during regular business hours (normally 8:00 am to 4:30 pm) except as noted. Contractor must apply melting compounds in sufficient time to ensure clean, safe sidewalks during peak use periods (8:00 am and 4:30 pm) except as noted

**NOTE: Exceptions will be made for State Holidays, Weekends, State of Emergencies and 24 hour sites.**

1. **SAFETY MEASURES:**

Contractor shall take all necessary safeguards and precautions for the protection of the workers and public.

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III. **SCOPE OF WORK:** (continued)

2. **EQUIPMENT:**

B. **DETAILED REQUIREMENTS** (continued):

All equipment and personnel operating under the terms of this agreement shall be in full conformance with Federal, State of Delaware laws and regulations.

All equipment bid shall have sufficient lights to provide a high degree of illumination. Further, all equipment shall be equipped with highly visible emergency lighting including but not limited to Beacon Rays or comparable.

Other municipality owned vehicles and/or equipment may not be used.

3. **MATERIALS SPREADERS:**

Contractor must have a sufficient number of acceptable material spreaders capable of evenly distributing free flowing granular materials (such as road salt and/or treated sand).

4. **SALT:**

**MATERIAL SPECIFICATIONS:**

Sodium Chloride (NACL) minimum per cent 95.0

Type I, Grade I

Particle size distribution shall conform with ASTM - AASHTOM6  
Section 804, except the grading will be:

<u>Sieve Size</u>	<u>Passing</u>
3/8"	100%
# 4	95 – 100%
# 50	5 – 30%
# 100	1 – 10%
# 200	0 – 4 %
Fineness modules:2.3 - 3.1	

**Contractor shall submit proof, material used meets ASTM section 804 specifications.**

**APPLICATION SPECIFICATIONS:**

Application rate for Sodium Chloride (Rock Salt) shall be a minimum of 15 lbs. per 1000 sq. ft. for parking lots sites only, unless directed otherwise.

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III. **SCOPE OF WORK (Continued):**

B. **DETAILED REQUIREMENTS (Continued):**

5. **APPLICATION SPECIFICATIONS:**

Application rate shall be adjusted to meet existing surface conditions for each parking lot site.

**NOTICE: SALT/SAND MIXTURE WILL NEED TO BE AUTHORIZED IN THE EVENT OF A SALT SHORTAGE BY FACILITIES MANAGEMENT**

6. **DE-ICER:**

For sidewalks, steps, landings, handicap ramps, and patios. No rock salt shall be used on these areas.

**MATERIAL SPECIFICATIONS:**

Calcium Chloride (CACL/2), Exothermic deicer, minimum per cent 95.0.

Practical effective temperature range down to -15 degrees Fahrenheit. Minus fifty degrees Fahrenheit under ideal conditions.

**APPLICATION RATE AND SPREADING PATTERN:**

Application rate shall be **2 - 4 oz. per sq. yd.** Material shall be applied evenly over surface. (See attached reference chart for application rates). This can be done by calibrated spreaders or by hand scoop. Spreaders should be calibrated to match the photo patterns. If spreading deicer by hand scoop, every effort should be made to apply deicer to match the photo charts and **not in piles, snake patterns or insufficient amounts to do the job.**

**CONCENTRATION:**

Calcium chloride should be spread thinly, but not too thin. If you apply too much of any deicing agent, not all of it will come in contact with the ice or snow. That which is touching only other deicing agent will be wasted and won't add to the melting process.

Just the opposite is also true. If too little is used, the agent will dissolve, melting only a small area around it. In this case, the deicing agent/water solution will be too thin, dissipate and refreeze. Again, you've wasted the deicing product.

**NOTE: Salt storage in designated locations must be in an enclosed container that will not cause contamination.**

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**III. SCOPE OF WORK (Continued):**

**TIMING:**

Calcium Chloride applied at the beginning of a snowfall is most effective. Spreading the specified amount on snow when it is loose and unpacked turns snow into slush. Traffic can't pack down this slushy snow and shovels, brooms and plows can remove it easily before the temperature drops. Depending on the temperature, additional calcium chloride may be applied.

**TEMPERATURE:**

As the temperature goes down, the amount of salt needed increases significantly. For example, salt can melt five times more ice at 30 degrees than at 20 degrees. Below 20 degrees, the amount of ice melt needed goes up even more dramatically.

The temperature of the pavement surface is just as important as the temperature in the air. If the air temperature just turned warmer, but the ground has been frozen hard, you'll need to use more deicing agent.

**TIME:**

The longer a deicing agent is down, the more it will melt. Calcium Chloride has a practical effective temperature range down to -15 degrees F.

**WEATHER:**

On a cold, windy day, snow may blow right over the pavement. Use of snow melt can make it stick to the surface. The sun speeds melting. It can boost pavement temperatures to 10 degrees over the air temperature.

**PAVEMENT TYPE:**

The dark color of asphalt absorbs the sun's heat better than concrete and melts snow and especially ice faster.

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**DRIVEWAY & PARKING LOT SNOW PLOWING AND SALT APPLICATION HAND SHOVELING AND SALT  
APPLICATION OF FACILITY ENTRANCES**

**1. RESPONSIBILITIES FOR EQUIPMENT AND DRIVER**

The contractor must properly maintain, in excellent working condition, the plowing equipment for the entire contract term. The vehicle must also meet all Delaware State License, Registration and Safety requirements. The contractor must, upon request provide License, Motor Vehicle Registration, and Insurance Certificates for their business and their subcontractors at any time during this contract for inspection by the user Agencies.

The contractor must also supply a fully qualified, licensed and responsible driver for that equipment. The contractor must supply the name(s) of the driver(s) for each vehicle upon request.

The participating agencies reserve the right to reject and disqualify any driver with a history of poor performance. The agencies also reserve the right to prohibit any driver from plowing a particular run if the driver exhibits behavior which the Agency inspector believes will result or has resulted in unacceptable performance. The contractor will be immediately notified if the Agency rejects or prohibits a driver from plowing, and the contractor shall make a replacement driver available within two (2) hours.

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III. **SCOPE OF WORK (Continued):**

B. **DETAILED REQUIREMENTS (Continued):**

2. **RESPONSIBILITIES FOR CONTRACT SHOVELING CREWS:**

The contractor must provide and maintain a minimum number of personnel to meet the predetermined requirements for each zone. Contract shovel crews, while working on facilities not plowed by the contractor, must report to a DFM representative with the exception of Zone 4 which requires the crew report to a DelDOT representative and coordinate with their operational plans. Contract shovel crews must have one person who is a contact person, with communications, and who is responsible for that crew. The contractor shall provide their own tools, equipment and vehicles, such as snow shovels, snow blowers etc.

The minimum number of personnel required to manage **all** snow removal including shoveling is broken down by Zone and is shown as follows:

Zone 1	Twenty (20) persons
Zone 2	Two (2) persons
Zone 3	Twenty (20) persons
Zone 4 (DelDOT)	Fifteen (15) persons
Zone 5	Four (4) persons

It will be the contractor's responsibility to remove the snow in all areas that are not accessible to DFM's / DelDOT's motorized power equipment such as steps, landings, porches, door accesses, loading docks, handicap ramps to roadways, hand-cap lift ramps, around gas/fuel pumps, concrete islands per pedestrian walk accesses, mail/loading drop offs, curb cut where applicable and sidewalks less than six feet wide. All snow shall be completely removed from the handicap ramps. No snow shall be piled up in front of loading dock areas and snow shall be removed four (4) feet out from all garage doors. The Division of Facilities Management will be responsible for all other power equipment accessible sites. The transition zone between the contractor's responsibility and DFM's/DelDOT's responsibility in no case shall be left without having the snow removed by the contractor. The contractor's crew leader shall be responsible for seeing that all locations contracted at the facility have been completed before leaving the site.

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III. **SCOPE OF WORK (Continued):**

B. **DETAILED REQUIREMENTS (Continued):**

3. **RESPONSIBILITIES BEFORE SNOW SEASON**

It is at the contractor's discretion to install marker stakes to identify Roadway edges, curbs, grass areas, plant material, manhole covers, fuel fill caps, parking lot drains, above ground utility equipment or any area that may not be identifiable during a snow storm at no cost to the state.

The contractor shall visit all site locations with his subcontractors to inspect the lay of the site, identify areas of concern and plan for snow storage. A DFM representative will be available if necessary.

Contractors will be responsible for completing a walk thru prior to the season AND at the end of the season for all locations awarded with DFM and DeIDOT for Zone 4. A punchlist will be completed and signed by both parties.

4. **RESPONSIBILITIES DURING SNOW SEASON**

Maintain a system whereby the Agencies can contact the contractor at a specified telephone number for 24 hours, 7 days a week. The Agency may ask that the vendor put personnel on a standby basis.

Be prepared to start plowing each site at the time designated by each Agency.

- A. The Agencies will under normal circumstances allow approximately two (2) hours between notification and the start time.

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III. **SCOPE OF WORK (Continued):**

5. **RESPONSIBILITIES DURING A SNOW PLOW RUN**

Once a snow run has been requested, the contractor must:

- A. Arrive at the designated facility at the designated start time. This will under normal circumstances be approximately two (2) hours after verbal notification. However, it may be less than two (2) hours under certain conditions.
- B. The contractor shall immediately notify a DFM representative or a DelDOT representative if Zone 4 of changing weather or pavement conditions in their geographic area.
- C. Additional caution must be taken when plowing or spreading salt during business hours. In no case shall vehicles be plowed in or salt spread when pedestrians are within range. Contractor must adjust salt spreader to minimize the chance of salt hitting vehicles or landscape plants nearby.
- D. Contractor must notify a DFM representative or a DelDOT representative if Zone 4 if equipment or vehicle becomes out of service and advise how this will impact the target completions time for the assigned facilities. The State of Delaware reserves that right to hire additional contactors if out of service equipments impacts the final results.
- E. In the event of back-to-back runs, the contractor must obtain authorization before starting a second run.
- F. Piles of salt spilled by accident shall be removed or evenly spread on the pavement.
- G. Contractor is responsible for providing barricades flagmen and /or tailing vehicle with emergency lights when removing snow or ice in heavy traffic areas. The closing off of streets or parking lots shall be first approved by DFM and DelDOT for Zone 4.
- H. Contractor shall provide a list of the sequence the sites will be plowed, unless otherwise directed by DFM. The list can be written or verbal.
- I. If the contractor or his subcontractor become involved in an accident with vehicle, pedestrian or property damage, they must notify a DFM representative or in Zone 4 a DelDOT representative immediately.

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III. **SCOPE OF WORK (Continued):**

6. **RESPONSIBILITIES TO RECEIVE PAYMENT**

In order to receive payment for a snow run the contractor must submit a completed claim voucher to the Division of Facilities Management.

The Agencies will not pay for any run which has not been authorized by the appropriate Agency Representative.

Invoices must state the type of services performed for each location (e.g. plowing, salting, stand-by time, shoveling and /or calcium chloride application.) It must include the name of the facility and the facility code number, date and time the snow run was authorized and by whom. Materials, such as road salt for pavements and calcium chloride or sand for sidewalks must be listed as separate totals.

7. **RESPONSIBILITIES FOR DAMAGES**

The contractor is liable for damages including but not limited to signage, curbs, sidewalks, sod, shrubbery, trees and structures which he/she caused while plowing under this contract. The contractor must repair all damage for which he/she is liable as determined by the Agencies.

- A. All damages identified by inspection on or before March 15th, must be repaired by March 30th, of the respective year.
- B. All damages filed after March 15th, must be repaired within fifteen (15) days of notification.

Damages to windows, trap doors and other items, which may cause a safety hazard, must have temporary repairs made immediately and permanent repairs within forty-eight (48) hours of notification. Damages to automobiles and auto accidents must be reported immediately to the respective Agency.

If repairs are not completed in a satisfactory and timely manner, the Agency will have the right to cause repairs to be made and to recover costs, and otherwise retain amounts from the last trip owed the contractor to cover the States costs. A retainer of 10% minimum will be withheld from the contractor's invoice for which the damage occurred.

STATE OF DELAWARE  
Office of Management and Budget  
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III. **SCOPE OF WORK (Continued):**

7. **RESPONSIBILITIES FOR DAMAGES (continued)**

The contract may be terminated upon recommendation of the Agency Representative when he/she or his/her authorized representative has determined that the contractor has:

- A. Abandoned the work to be performed under this contract.
- B. Assigned this contract to others without consent.
- C. Unnecessarily or unreasonably delayed any of the work to be performed under this contract.
- D. Failed to furnish enough properly skilled workmen or enough equipment to perform the work.
- E. Disregarded the instructions of the authorized representative.
- F. Failed to perform properly on any Facility as determined by the performance rating or other performance measures.
- G. Failed to repair damages properly in a timely manner.
- H. Otherwise been guilty of any substantial violation of any provision of the contract.

If the contractor's equipment fails, at any time, to meet the approval of the participating Agencies, the Agency will have the right to order such equipment off the job.

Should either Agency notify the Contractor that any contractor's employee is insolent, disorderly careless, unobservant of instruction or in any way a detriment to the satisfactory performance of these services, such employee shall be ordered off the job at once and thereafter shall not be allowed to engage in any part of the services. The contractor must replace that employee immediately.

At any time during the term of the contract, the Agency Representatives will have the right and privilege to inspect the equipment of the contractor, and such equipment shall be made available for inspection within twenty-four (24) hours after request. The equipment shall be kept and maintained by the contractor in excellent working order and ready to start immediately at all times for the duration of the contract.

8. **RESPONSIBILITIES OF THE DIVISION OF FACILITIES MANAGEMENT**

The Division acknowledges and accepts the importance of its role in making this contract work smoothly. The Division accepts responsibility for fulfilling the following obligations to the best of its ability:

Maintain and encourage full communication with the contractor.

Inspect vehicles in a timely manner at times mutually agreed upon with the contractor.

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III. **SCOPE OF WORK (Continued):**

8. **RESPONSIBILITIES OF THE DIVISION OF FACILITIES MANAGEMENT (continued)**

Provide as much lead time as possible when calling for a run. In general, the Division will give approximately a two (2) hour notification unless there is the need for back-to-back runs or immediate runs due to severe conditions.

Provide a line of communication around the clock during snow emergencies, and maintain a log of calls between the Division and the contractor. The dispatcher will place calls for service, coordinate inspectors and sign-off vehicles where appropriate as quickly as possible.

Make payment within thirty (30) days of receipt of a properly executed claim voucher. If there is a dispute about the amount owed, the Division will approve payment of the amount not in dispute within thirty (30) days and withhold the disputed amount until resolution of the dispute. However, the Division will retain the final run payment until all contract provisions have been met.

9. **SPECIAL INSTRUCTIONS**

Building Number	Special Instructions
86	Richardson/Robbins Complex (south side) – includes staircase going to post office parking lot.
13	Public Archives (east side) Includes sidewalk that runs North to South and crosswalk areas in parking lot. Includes cross walk accesses from parking lot and steps leading to sidewalk parallel to Lockerman Street.
01	Legislative Hall (east & west sides) includes sidewalks that run north to south. Bidder does not have to remove snow from the amphitheater area and steps into amphitheater.
03	Townsend Building (east side) includes sidewalk that runs North to South.
20	Biggs Museum – (east side) includes sidewalks that runs North to South .
50	DelDot Danner Campus – Thru-way option will be utilized. The area consists of all black top areas and the run from Bay Rd. up to and including the second roundabout.
	Prices shall include all cost for mobilization and operations of any heavy equipment needed to complete the job. Additional costs will be quoted for heavy equipment mobilization and operations, upon request by Facilities Management to help with their in-house operations.
92	Facilities is responsible for the front steps and the front walk from the North entrance of the Carvel Building to the parking garage and from the West entrance to the plaza deck.

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III. **SCOPE OF WORK (Continued):**

B. **DETAILED REQUIREMENTS (Continued):**

9. **EQUIPMENT SPECIFICATIONS - VEHICLE**

The contractor shall have at his disposal, snow removal equipment in sufficient numbers to maintain all contracted sites in a safe and timely manner.

The equipment furnished under this contract must be in accordance with the following specifications and fully comply with any and all applicable Motor Vehicle Laws of the State of Delaware including showing a valid Delaware registration.

The Agencies reserve the right to reject any equipment that is not in acceptable working condition as determined by the Agency Representative. The Agencies further reserves the right to reject any piece of equipment that does not pass State administered inspections and road tests and comply fully with this specification at any time during the term of the contract.

The bid price shall include the cost of furnishing the operator, insurance, repairs, operating expendables, ballast, chains (if the truck is not equipped with radial tires), fuel, lubricants and all other costs related to the operation of the equipment. The Agencies will not provide ballast.

10. **PLOWING REQUIREMENTS - FACILITIES MANAGEMENT:**

The contractor is responsible for locating fire lanes, handicap ramp entrances, curb cuts, parking lot drains and plant material. Snow shall not be stored in these areas. The storage of snow from a heavy snow should be, if possible, stored next to an open drain or on the low side of the parking lot to reduce freezing run off.

As needed when authorized by DFM or in Zone 4 by DeIDOT the Judge's parking lot and the "training pads" at the Division of Motor Vehicle Sites included in this contract may have the snow hauled off the site.

Parking spaces should be cleared to the curb and snow pushed in such a way to minimize the use of parking spaces for snow storage.

Snow plow blade angle should be used in a way to prevent parked vehicles from being blocked in by snow.

Parking lots occupied by vehicles during a snow storm shall have parking lot throughways and driveways cleared to allow for egress of vehicles.

Do not turn use private drives to turn snow plow trucks around.

The contractor is responsible for identifying sites with parking bumpers and to use caution while removing snow near them to prevent damage.

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III. **SCOPE OF WORK (Continued):**

B. **DETAILED REQUIREMENTS (Continued):**

11. **REQUIREMENTS FOR SIDEWALKS, STEPS, HANDICAP RAMPS CURB CUTS AND LANDINGS:**

Sidewalks, Steps, handicap Ramps, and Landings may be cleaned with power or hand equipment. Track-off mats at buildings entrances should be removed, cleaned of snow/ice and replaced back into position. To prevent damage to the mats, it is the contractor's responsibility to identify the facilities that have track-off mats at their entrances before snow removal begins. The removal of snow from steps should also include the removal of snow sticking to the riser of the steps.

All exterior doors shall be cleared of snow whether there is a side walk leading to them or not.

During ice storms, use caution in removing ice from steps, ramps and sidewalks to prevent damage to the surface.

12. **REPORT TO THE AGENCIES OR IT'S REPRESENTATIVE IMMEDIATELY:**

If you cannot start plowing at appointed time.

If equipment breaks down while plowing.

If any Facility cannot be plowed and reason why.

If any damage is done to other vehicles or property.

At completion of run.

**ZONE 1**  
**DIVISION OF FACILITIES MANAGEMENT**

<b>ITEM</b>	<b>BUILDING LOCATION</b>	<b>BLDG. NO.</b>	<b>SQ. FT SIDEWALKS &amp; ENTRANCES</b>	<b>SQ. FT PARKING LOTS &amp; ENTRANCES</b>
1.	State Police Troop #2 100 La Grange Ave. Bear, DE	29	12,655 sq. ft.	147,092 sq ft.
2.	Greater Wilmington DMV 2230 Hessler Blvd New Castle, DE	77	10,408 sq. ft.	378,000 sq. ft.
3.	New Castle County Courthouse 500 King Street Wilmington DE	84	34,795 sq. ft.	N/A.
4.	DNREC* 715 Grantham Lane New Castle, DE * Dept of Natural Resources & Environ. Control	90	3,418 sq. ft.	58,053 sq. ft.
5.	Support Services Building 1 Wilmington Ave Delaware City, DE	94	1,063 sq. ft.	12,400 sq. ft.
6.	Support Services Food Warehouse Delaware City, DE	95	680 sq. ft.	15,665 sq. ft.
7.	Support Services Surplus Property 1 Wilmington Ave Delaware City, DE	95A	1,834 sq. ft.	14,887 sq. ft.
8.	New Castle Inspec. Lane 191 Airport Road New Castle, DE	97	3,002 sq. ft.	176,306 sq ft.

**ZONE 2**  
**DIVISION OF FACILITIES MANAGEMENT**

<b>ITEM</b>	<b>BUILDING LOCATION</b>	<b>BLDG. NO.</b>	<b>SQ. FT SIDEWALKS &amp; ENTRANCES</b>	<b>SQ. FT PARKING LOTS &amp; ENTRANCES</b>
1.	JP Court # 8 100 Monrovia Avenue Smyrna, DE	41	864 sq. ft.	5,467 sq. ft.
2.	State Police Firearms Training Ctr. 391 Clark Farm Road Smyrna, DE	83	1,500 sq. ft.	51,556- Facility 71,309 Skid Pad

**ZONE 3**  
**DIVISION OF FACILITIES MANAGEMENT**

<b>ITEM</b>	<b>BUILDING LOCATION</b>	<b>BLDG. NO.</b>	<b>SQ. FT SIDEWALKS &amp; ENTRANCES</b>	<b>SQ. FT PARKING LOTS &amp; ENTRANCES</b>
1.	Legislative Hall 411 Legislative Ave. Dover, DE	01	10,237	N/A
2.	Jesse Cooper Bldg. 417 Federal St. Dover, DE	02	7,752	N/A
3.	Townsend Bldg./War Bldg. 401 Federal St. Dover, DE	03	7,792	N/A
4.	Margaret O'Neil Bldg. 410 Federal St. Dover, DE	04	1,718	N/A
5.	Credit Union 150 E. Water St. Dover, DE	05	2,032	N/A
6.	Tatnall Bldg. 150 Wm. Penn St. Dover, DE	08	3,918	N/A
7.	Sykes Bldg. 45 The Green Dover, DE	10	2,111	N/A

**ZONE 3  
DIVISION OF FACILITIES MANAGEMENT**

<b>ITEM</b>	<b>BUILDING LOCATION</b>	<b>BLDG. NO.</b>	<b>SQ. FT SIDEWALKS &amp; ENTRANCES</b>	<b>SQ. FT PARKING LOTS &amp; ENTRANCES</b>
8.	Biggs Museum 406 Federal St. Dover, DE	12	4,136	N/A
9.	Public Archives 121 Duke of York St. Dover, DE	13	8,683	N/A
10.	Supreme Court 55 The Green Dover, DE	14	4,367	N/A
11.	Kent County Courthouse Murphy House 38 The Green Dover, DE	38	7,709	N/A
12.	Richardson Robbins Complex 89 Kings Highway Dover, DE	86	14,113 sq. ft.	N/A

**NOTE: It is the contractor's responsibility to inspect these sites in preparation for his bid. Locations with (N/A) are parking lot sites the Division of Facilities Management are responsible for plowing.**

**Do not include all the walkways that run the perimeters of the buildings in Zone 3. Contractor will however be responsible for snow/ice removal and applying de-ice material to all areas running from the perimeter walkways to the street curb line. These areas consist of the "landing areas" that run out to the curb line.**

**ZONE 4**  
**DELAWARE DEPARTMENT OF TRANSPORTATION**

<b>ITEM</b>	<b>BUILDING LOCATION</b>	<b>BLDG. NO.</b>	<b>SQ. FT SIDEWALKS &amp; ENTRANCES</b>	<b>SQ. FT PARKING LOTS &amp; ENTRANCES</b>
1.	DOT Highway Administration Danner Farm Campus 800 Bay Rd. Dover, DE	50	104,450 sq. ft.	570,000 sq. ft. 627,280 thru-way
2.	Raymond S. Pusey Sign Shop Danner Farm Campus 56 Shop Lane Dover, DE		N/A	26,010 sq. ft.
3.	Vasuki R. Hiraesave Building Danner Farm Campus 14 Sign Shop Lane Dover, DE		1160 sq. ft	44,618 sq ft

**NOTE: DeIDOT is responsible for Zone 4. All areas listed in Zone 4 are to be cleared of measurable snow by 7:00am. If snowfall continues during the day, all areas should be cleared by 4:00pm, unless otherwise directed by a DeIDOT representative. Areas are to be cleared again when snowfall stops. Prices for this Zone are to be submitted in increments of 3", starting at 1". In cases where snowfall is approximately 1", the contractor is to contact the DeIDOT representative prior to the start of work to determine whether or not snow should be cleared and/or areas treated, and from which locations. In cases where snowfall is above 10", the 7" – 10" rate will apply, plus the rate for over 10" for every inch above 10". For example, a 12" snowfall will be invoiced at the 7"-10" rate, plus two times over the 10" rate. Prices will be based on the amount of snowfall at the time of plowing. However, if a large snow is expected and the contractor wishes to clear snow multiple times in order to stay ahead of the snowfall, the contractor may only invoice for the total amount of accumulation at the time the lot is required to be cleared, or for the total snowfall if the snowfall ends prior to the times required by DeIDOT. An aerial map will be available at the mandatory pre-bid.**

**Reimbursement will be based on accumulations posted on the following site:**

<http://www.deldot.gov/public.ejs?command=PublicSnowfallAccumulation>

**\*Raymond S. Pusey Sign Shop: Snow must be placed at the South end of the parking lot.**

**\*No snow shall be placed/piled up on either side of the gated entrance, chain link fence or garage doors. It shall be moved to the rear of the facility. Loading dock ramp must be cleared of all snow as well.**

**ZONE 5**  
**DIVISION OF FACILITIES MANAGEMENT**

<b>ITEM</b>	<b>BUILDING LOCATION</b>	<b>BLDG. NO.</b>	<b>SQ. FT SIDEWALKS &amp; ENTRANCES</b>	<b>SQ. FT PARKING LOTS &amp; ENTRANCES</b>
1.	Troop 5 18799 Sussex Highway Bridgeville, DE	34	5,319 sq ft	98,107sq.ft
2.	JP Court # 4 & 19 481 Stein Highway Seaford, DE	68	3,266 sq. ft.	16,572 sq. ft.
3.	JP Court #6 35 Camsfortune Way Harrington, DE 19952	69	1,754 sq. ft.	24,546 sq. ft

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**IV. PROPOSAL EVALUATION PROCEDURES:**

**A. BASIS OF AWARD:**

Government Support Services shall award this contract to the most responsible and responsive offeror who best meets the terms and conditions of the proposal. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Government Support Services reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware. The intent though is to award this contract to one (1) offeror.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

**B. REVIEW COMMITTEE:**

A group with expertise in procurement, contract management, budgeting, and technical operations will comprise the Review Committee.

**C. REQUIREMENTS OF THE OFFEROR:**

The purpose of this section is to assist the Review Committee to determine the ability of the organization to provide the services described in the application. The response should contain at a minimum the following information:

- \* Brief history of the organizations, including accreditation status, if applicable.
- \* Applicant's experience, if any, providing similar services. At least three references are required (See § 19 – Special Provisions).
- \* Brief history of the subcontractor of the organization, if applicable. At least three references of subcontractor, if applicable.
- \* Financial information (balance sheets and income statements) for the past three years.
- \* Describe the methodology/approach used for this project including a work plan and time line.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

D. CRITERIA AND SCORING – (Continued):

Review Committee members will assign up to the maximum number of points listed for each of the listed above. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average of points assigned by Review Committee members.

<b>SECTION I</b>		
		<b>POSSIBLE POINTS</b>
<b>EXPERIENCE AND REPUTATION</b>		<b>80</b>
Number of past and present like contracts to demonstrate technical experience.	20	
Contractor's location relative to the location of required service	20	
General background, reputation, and years in business. List of snow removal equipment, age and operational condition. Snow plow and employees/subcontractor work reliability and training. Length of time these people have worked in snow removal for your company	20	
Ability to perform snow removal work, and meet DFM's time line for completion of the project.	20	
<b>SECTION II</b>		
		<b>POSSIBLE POINTS</b>
<b>COST</b>		<b>20</b>
Overall Cost	10	
Stand-by Charge	10	
<b>TOTAL POINTS</b>		<b>100 POINTS</b>

V. PREBID MEETING:

A mandatory pre-bid meeting has been scheduled for 11:00 a.m., EDT, Friday, July 16, 2010 at Government Support Services, 100 Enterprise Pl., Suite 4, Dover, DE 19904 . **This is a mandatory meeting.** If an offeror does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.

STATE OF DELAWARE  
Office of Management and Budget  
Government Support Services

**APPENDIX A**  
**SCOPE OF WORK DETAILS**

The requirements of this RFP are shown in Appendix A, attached, and made a part of the contract.

**APPENDIX A COMPRISES THE FIRST PORTION REGARDING PRICING.** A hard copy of your prices, together with 1 (one) electronic copy, one (1) CD, the CD, **must** be with the completed Excel file, and must be received at Government Support Services, 100 Enterprise Place, Suite 4, Dover, DE 19904 by **1:00 p.m. EDT, Friday, July 30, 2010**. The completed proposal includes:

- Signed Non-Collusion Statement
- Bid Reply Section
- Completed Appendix A Excel File
- Delaware Minority and Women Business Enterprise Certification Form and Guidelines (if appropriate).

Disk Guidelines:

- Write your company name on the label of the CD
- **Do not make any changes to the electronic Excel file formats, including adding rows or columns, changing column headers, and inputting text in numeric fields. Comments made on the spreadsheets will be ignored. The excel grids will be locked so that data can be input but format changes can not be made.**

Save your changes under the same filename. Print hard copies of each spreadsheet to accompany your bid.

PROPOSAL REPLY SECTION

CONTRACT NO. 06-270-JS

SNOW & ICE REMOVAL

Please fill out the attached forms fully and completely and return with your proposal in a sealed envelope clearly displaying the contract number to Government Support Services by 1:00 p.m., EDT, Friday, July 30, 2010 at which time bids will be opened.

A mandatory pre-bid meeting has been scheduled for 11:00 a.m., EDT, Friday, July 16, 2010 at Government Support Services, 100 Enterprise Place, Suite 4., Dover, DE 19904 . **This is a mandatory meeting.** If an offeror does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.

**Proposals shall be submitted to:**

**State of Delaware  
Government Support Services  
Contracting Section  
100 Enterprise Place, Suite 4  
Dover, DE 19904**

**PUBLIC PROPOSAL OPENINGS**

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the offeror(s), not to serve as a forum for determining the apparent low offerors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all offerors are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

**NOTE: ONLY THE OFFEROR'S NAME AND ADDRESS WILL BE READ AT THE OPENING**

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET  
GOVERNMENT SUPPORT SERVICES  
CONTRACTING SECTION  
100 ENTERPRISE PLACE, SUITE 4  
DOVER, DELAWARE 19904

NO PROPOSAL REPLY FORM

**CONTRACT #** GSS10270-SNOW\_REMOVE

**CONTRACT TITLE:** Snow and Ice Removal

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Offeror's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- |       |   |
|-------|---|
| _____ | 1. We do not wish to participate in the proposal process.   |
| _____ | 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:<br>_____<br>_____ |
| _____ | 3. We do not feel we can be competitive.  |
| _____ | 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.                       |
| _____ | 5. We do not wish to sell to the State. Our objections are:<br>_____<br>_____   |
| _____ | 6. We do not sell the items/services on which Proposals are requested.  |
| _____ | 7. Other: _____<br>_____  |

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_ We wish to remain on the Offeror's List **for these goods or services.**

\_\_\_\_\_ We wish to be deleted from the Offeror's List **for these goods or services.**

CONTRACT NO.: GSS10270-SNOW\_REMOVE  
TITLE: Snow and Ice Removal  
OPENING DATE: July 30, 2010

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned offeror has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Government Support Services.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Government Support Services.

COMPANY NAME \_\_\_\_\_ Check one)  

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE  
(Please type or print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE  
LICENSE NUMBER \_\_\_\_\_

COMPANY CLASSIFICATIONS: CERT. NO.	(circle one)		(circle one)		(circle one)	
	<u>Women</u> <u>Business</u> <u>Enterprise</u> <u>(WBE)</u>	Yes No	<u>Minority</u> <u>Business</u> <u>Enterprise</u> <u>(MBE)</u>	Yes No	<u>Disadvantaged</u> <u>Business</u> <u>Enterprise</u> <u>(DBE)</u>	Yes No

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:  
(COMPANY NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_



**State of Delaware**  
**Office of Minority and Women Business Enterprise**  
**Certification Application**



**Complete application and mail to:**

Office of Minority and Women Business Enterprise (OMWBE)  
100 Enterprise Place  
Suite 4  
Dover, DE 19904  
Telephone: (302)857-4554 Fax: (302)677-7086  
Email: [deomwbe@state.de.us](mailto:deomwbe@state.de.us)  
Website: [www.state.de.us/omwbe](http://www.state.de.us/omwbe)

## Important Information Please Read!

### Is my firm eligible?

A minority and/or women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Minority groups include: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans.
  - b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
  - c) Serving a for profit business with “useful business functions.”
- An out-of-state company must first **be certified in its home state** before it can be considered for certification in Delaware. This must be a state-level certification, if available.
  - There is no fee for processing your application. In addition, free assistance is available. If you have questions about the application or your company’s qualifications, call (302)739-4206.
  - If your business is certified by **Delaware Department of Transportation (DelDOT) City of Wilmington, Minority Supplier Development Council (MSDC), Women Business Enterprise National Council (WBENC) and located in Delaware**, there is a specialized shortened application. You must also attach a copy of your certification and mail all documents to the OMWBE.
  - Also, please note that it is extremely important to provide other certifying agency documentation. This can expedite the certification process.

### **Document Request checklist**

- Unless otherwise indicated, copies of documents are sufficient.
- **Any deficiency may delay the certification process.**
- **Certification generally takes four to six weeks.**
- **An on-site visit.** *(The OMWBE office may schedule an on-site visit once the completed application and appropriate supporting documentation have been received).*

<b>Documents to attach to your application</b>	<b>Sole Prop</b>	<b>Part/ LLP</b>	<b>Corp/ S-Corp</b>	<b>LLC</b>	<b>OMWBE Use</b>
Notarized Minority and Women Business Enterprise Affidavit form	Yes	Yes	Yes	Yes	
Copy of birth certificate, permanent resident card, passport or tribal memberships	Yes	Yes	Yes	Yes	
Last two years of your firm's tax returns (gross receipts). If not available, last two years W2 and/or 1099 forms for all owners, directors, officers and senior management.	Yes	Yes	Yes	Yes	
Copy of MBE/WBE certification from home state, if company headquarters are not in Delaware. (must be a state level certification, if available)	Yes	Yes	Yes	Yes	
Copies of any relevant licenses, certificates of training and degrees held by the company or its owners/employees	Yes	Yes	Yes	Yes	
Partnership Agreement, including any amendments, buy-out rights as well as any profit sharing arrangements		Yes			
Articles of Incorporation with all amendments		Yes			
Minutes of the last annual shareholders meeting		Yes			
By-laws and By-law Amendments		Yes			
Copy of most recent Stock Ledger		Yes			
Copy of Certificate of Organization				Yes	
Copy of Operating Agreement				Yes	

## **Delaware Minority and/or Women Business Enterprise Certification**

### **Certification Application**

The following is the application for Minority and/or Women Business Enterprise (MWBE) certification with the State of Delaware. All questions must be answered. Please type or print clearly.

### **Questions that do not apply to your firm should be marked N/A in the space provided.**

The Affidavit on page 14 must be signed and notarized by a Notary Public. Faxed copies of the Affidavit will only be accepted if the notary seal has the stamped seal with the expiration date visible. Otherwise, mail the original Affidavit with the raised seal to our office.

Please return the completed application with signature and required notarization to the address below:

**Office of Minority and Women  
Business Enterprise  
Haslet Armory  
122 William Penn Street  
Dover, DE 19901**

**Phone: (302) 739-4206**

**Fax: (302) 739-1965**

**Web site: [www.state.de.us/omwbe](http://www.state.de.us/omwbe)**

### **Definitions**

#### **Minority and/or Women Business Enterprise**

A Minority and Women Business Enterprise is a business that is at least 51 percent owned, controlled and actively managed by minority and/or women group members who are United States citizens or persons lawfully admitted to the United States for permanent residence.

The business must be a for-profit business and currently be performing a useful function.

**Minorities** – United States citizens or permanent residents who are African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, Subcontinent Asian Americans, or as defined herein:

**African (Black) Americans.** All persons having origins from any of the Black groups of Africa and all persons having origins in any of the original peoples of the Cape Verde Islands.

**Asian/Pacific Americans.** All persons having origins from any of the original peoples of the Far East, Asia, or the Pacific Islands, including China, Japan, Korea, Samoa, Philippine Islands, and Hawaii. Guam, the U.S. Trust Territories of the Pacific or the Northern Marinas.

**Hispanic Americans.** Persons having origins from any of the Spanish-speaking peoples of México, Puerto Rico, Cuba, Central or South America, or the Caribbean Islands.

**Native Americans.** All persons having origins from the original peoples of North America and who are recognized as Native Americans by a tribe or tribal organization.

**Subcontinent Asian Americans.** All persons whose ancestors originated in India, Pakistan or Bangladesh.

**Certification** - A determination by the OMWBE that a for-profit business entity is a Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE).

## Definitions

### Ownership

The minority or woman ownership interest in the firm must be real, substantial and continuing and shall go beyond the pro forma ownership of the business as reflected in its ownership documents. The minority and women owners shall enjoy the customary incidents of ownership and shall share in the risks and profits commensurate with their ownership interest as demonstrated both by an examination of the substance and form of arrangements.

### Control

Control will be exemplified by possession of the requisite knowledge and expertise to run the particular business. Control includes the authority to determine the direction of a business, including but not limited to capital investments and all other financial transactions; property acquisitions; day-to-day decisions; contract negotiations; legal matters; selection and hiring of officers, directors, and employees; operating responsibility; cost-control; income and dividend matters; and the rights of other shareholders or partners.

The minority and/or women owners must hold the highest officer position in their companies, example chief executive officer or president.

The minority and/or women must demonstrate that they possess the experience, expertise and knowledge to operate their particular types of business.

Expertise limited to office management, administration, or bookkeeping functions unrelated to the principal business activities of the company is insufficient to demonstrate control. Women and/or minority owners must also verify that they hold any licenses or certification required by the type of business in which they are engaged.

## Definitions

**Minority Business Enterprise (MBE)** - A for profit business in which at least 51% of the beneficial ownership interest and control are held by a minority or minorities. In the case of a corporation, minorities must hold at least 51% of voting interest.

**Minority & Women Business Enterprise (MWBE)** - A for-profit business in which at least 51% of beneficial interest and control is held by minority women or by an equal combination of minorities and women. In the case of a corporation, women and minorities must also hold at least 51% of voting interest.

**Women Business Enterprise (WBE)** - A for-profit business in which at least 51% of beneficial interest and control is held by women. In the case of a corporation, women must also hold at least 51% of the voting interest.

### Useful Business Function

A useful business function is one, which results in the provision of materials, supplies, equipment or services to consumers in the State. A business acting as a conduit to transfer funds to a non-minority business does not constitute a useful business function unless doing so is a normal industry practice.

### Benefits of Certification

Current certified minority and/or women owned firms are eligible to be listed in the State of Delaware Directory of Minority and Women Owned Businesses which is circulated to all state and local government agencies.

### Recertification

At the ends of three years from original certification date, firms must submit the recertification affidavit to remain actively visible in the State of Delaware's Minority and/or Women Business Enterprise database.

## Eligibility

A minority and women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Belong to a minority group: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans. *(Please reference above definitions)*
- b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
- c) Serving a for profit business with "useful business functions." *(Please reference above definitions)*

**Reasons for denial** *(please note the below may include but not be limited to)*

- a) A business located in a state other than Delaware must first obtain state-level certification in its home state, if such certification is available. "Home state" is defined as the state the company's headquarters are located.
- b) All securities, which constitute ownership and/or control of a corporation for the purpose of establishing it as a MWBE, must be held directly by minorities or women. No securities held in trust, or by a guardian for a minor, shall be considered as held by a minority or women in determining the ownership or control of a corporation.
- c) If the business operations do not reflect the ownership shown on paper.

- d) Firm is not a for-profit business
- e) Firm has provided false or misleading information
- f) Control will not be deemed to exist in cases of simple majority or absentee ownership, or when a non-minority/non-female owner or employee of the firm is disproportionately responsible for its operation.
- g) The firm shall not be subject to any formal or informal restrictions through, for example through, by-laws provisions, partnership agreements, or charter requirements for cumulative voting rights or otherwise that prevents the minority and women owners, without the cooperation or vote of any owner who is not a minority or women for making a business decision of the firm.
- h) If the owners of the firm who are not minorities or women are disproportionately responsible for the operation of the firm, then the firm is not controlled by minorities and shall not be considered as MWBE within the meaning of the definition. Where the actual management of the firm is contracted out to individuals other than the owner, those person who have the ultimate power to hire and fire the managers, can, for the purpose of this
- i) The certification application was submitted incomplete.

## How to Apply

- Applications and additional information are available by calling the Office of Minority and Women Business Enterprise at (302) 739-4206 or visiting the web site [www.state.de.us/omwbe](http://www.state.de.us/omwbe)
- Complete an application for certification and provide required documentation (ethnic status of minority owner(s), financial records, on-going business activity, etc.)
- Provide access to its business facilities and key personnel for state certification on-site visit.

## WHERE TO APPLY:

Submit completed applications to:  
Office of Minority and Women Business Enterprise  
Haslet Armory  
122 William Penn Street  
Dover, DE 19901

## Frequently Asked Questions

Q: Does certification cost money?

A: No

Q: Are there any set asides for MWBEs?

A: No

Q: Does my certification expire?

A: At the end of three years from original certification date.

Q: Will I be notified of all procurement opportunities?

A: No, however, the OMWBE will continue to research bid opportunities and assist in your effort. We are consistently working on ways to improve communication but strongly encourage you to visit the respective resources.

Q: What is the best way to communicate with the OMWBE?

A: Email. Please check your email daily for procurement opportunities.

Q: Do I have to register with any other agency?

A: Yes. There are multiple agencies that have their own bidders list. Please check OMWBE's web site for each respective agency. For example, Government Support Services and the Department of Technology and Information have vendor registration processes.

State of Delaware Minority and/or Women Business Enterprise Application  
*All completed applications must be returned with the appropriate requested documents listed.*

**Please type or print clearly**

OMWBE use only: Application Date:

Mail application to:  
Office of Women and Minority Business Enterprise  
Haslet Armory  
122 William Penn Street  
Dover, DE 19901

If you have any questions regarding the completion of this application, please contact us at (302) 739-4206.

**Note – This section must be filled out in its entirety for the application to be processed.  
Incomplete applications will not be processed.**

<b>1. Business Name(s), Contact Information, Federal Employee Identification Number or Social Security Number(EIN/SSN)</b>				
Legal Name of Firm:				
Doing Business As (If applicable):				
Federal E.IN or SSN:		E-Mail Address:		
Address line 1:				
Address line 2:				
City		State	Zip Code	Country
Telephone Number:		Extension:	Fax Number:	
Company Web Site Address:				
Corp <input type="checkbox"/>	LLC* <input type="checkbox"/>	S Corp <input type="checkbox"/>	Partnership <input type="checkbox"/>	LLP** <input type="checkbox"/>
Sole Proprietor <input type="checkbox"/>				
Joint Venture <input type="checkbox"/>				
Date firm was established?				
Date firm began doing business (date of first contract or sale)				

\* Limited Liability Corporation

\*\* Limited Liability Partnership

<b>2. Primary owner applicant information</b>				
Name:		Title:		
Home Address:		City:	State:	Zip Code: Country:
Telephone Number:		Extension:	Fax Number:	
E-Mail Address:				
Date owner acquired controlling interest?				
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Ethnic Group:		
U.S. Citizen or Permanent Resident: <input type="checkbox"/> No <input type="checkbox"/> Yes				

<b>3. Firm is applying as:</b>			
<b>Minority Business Enterprise</b>		<b>Women Business Enterprise</b>	
<input type="checkbox"/> African American	<input type="checkbox"/> Asian American	<input type="checkbox"/> African American	<input type="checkbox"/> Asian American
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American
<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> Other	<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> White American
		<input type="checkbox"/> Other	

<b>4. Describe, in detail, what product(s) and/or services your business provides. Attach additional pages and/or the company's catalog or inventory list, if needed.</b>					
<b>5. Five digit North American Industry Classification System (NAICS) Code(s):</b> <b>(To assist you in determining your NAICS Code(s) go to <a href="http://www.census.gov/naics">www.census.gov/naics</a>)</b>					
1.	2.	3.	4.	5.	6.

<b>6. Type of Business</b>		
<input type="checkbox"/> Building trade	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Other
<input type="checkbox"/> Consultant	<input type="checkbox"/> Supplier	
<input type="checkbox"/> Generalized service	<input type="checkbox"/> Highway Construction	
<input type="checkbox"/> Licensed professional services		

<b>7. Provide the following information for: 1) all business owners, 2) corporate directors (if incorporated), 3) officers, and 4) senior management. If more space is needed, attach additional pages.</b>				
<b>Name</b>	<b>Title</b>	<b>Date Appointed</b>	<b>Gender</b>	<b>Ethnicity</b>
<b>Officers of the Company</b>				
<b>Board of Directors</b>				

**8. Is any owner or board member of the business, an owner or former owner of another firm engaged in the same or similar type of enterprise?**

☐ No ☐ Yes (If yes, identity below)

**9. Are there any written, oral, or implied agreements between persons associated in any manner with the firm concerning its ownership and/or operation? (check one)** ☐ No ☐ Yes

**10. Please list the gross receipts of last two years**

(A) Year Ending:	Gross Receipts:
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(B) Year Ending:	Gross Receipts:
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**11. Number of employees**

Full time:

Part time:

Seasonal (approximate):

**12. List names and titles of persons who perform the following functions. If more than one, indicate what percent each person handles.**

	Name	Ethnicity	Gender
Financial Decisions			
Estimating & Bidding			
Negotiating & Contract Execution			
Personnel Management			
Field/Production Operations Supervisor			
Office Management			
Marketing/Sales			
Purchasing of Major Equipment			
Authorized to Sign Company Checks (for any purpose)			

<b>13. Identify persons or firms who provide Legal, Accounting, and Banking services:</b>		
<b>Attorney:</b>		Contact:
Phone:	Fax:	Email:
Address:		
<b>Accountant:</b>		Contact:
Phone:	Fax:	Email:
Address:		
<b>Bank:</b>		Contact:
Phone:	Fax:	
Address:		

<b>14. If the business is a corporation or LLC, please list the following information:</b>
a. Total shares authorized:
b. Total shares issued to date:
c. Are there any restrictions that limit the voting rights of ethnic minority group members, who are shareholders, within the By-laws or Articles of Incorporation, or any other documents? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain below)

<b>15. List the three largest contracts or sales completed by the firm during the last three years. List each customer's name and company or organization, the dollar amount of each contract or sale, and the date completed. If any are subcontracts, provide the name of the firm to which you subcontracted.</b>		
<b>1. Company or Individual:</b>		
Address, City, State:		
Phone:	Fax:	Email:
Description & Amount:		
<b>2. Company or Individual:</b>		
Address, City, State:		
Phone:	Fax:	Email:
Description & Amount:		
<b>3. Company or Individual:</b>		
Address, City, State:		
Phone:	Fax:	Email:
Description & Amount:		

**16. Has this firm or other firm(s) owned by any of its current owners or officers ever been denied certification by the OMWBE or any other certifying entity (check one)?** ☐ No; ☐ Yes (If yes, provide the name of the certifying organization and the reason(s) given for denial, below. Attach copies of any relevant documents (letters, appeal documents, etc.).

**17. Debarment**

**Is this company, or any other company owned in full or part by any of this company's owners and/or officers, currently debarred from doing business with the State of Delaware?** ☐ No; ☐ Yes.

**18. Is the Business certified as a M/W/BE with any other certifying agency? If yes, provide the name(s) of the certifying organization(s), below, and attach letters or other documents verifying such certification.**

☐ No ☐ Yes

Name	Date Certified	Expiration Date
a.		
b.		
c.		
d.		
e.		
f.		

**19. How did you hear about the Office of Minority and Women Business Enterprise:**

<input type="checkbox"/> OMWBE staff speak at an event sponsored by another organization	<input type="checkbox"/> OMWBE staff at a trade show or expo
<input type="checkbox"/> OMWBE's web site	<input type="checkbox"/> Materials published by OMWBE
<input type="checkbox"/> Referred by another organization	<input type="checkbox"/> Referred by the owner of an MBE or WBE
<input type="checkbox"/> Delaware state employee	<input type="checkbox"/> Other, please explain briefly:

## Optional Questions

You are not required to answer the following questions and the answers will not affect your company's eligibility for certification. However, the answers will help OMWBE to identify business opportunities that may be suited to your company. Answers may be estimated; exact figures aren't necessary.

<b>For all companies</b>
How many years has your company been conducting business with you as owner?
How many contracts, subcontracts, and/or sales has your company completed during the last 12 months?
What is the largest contract, subcontract, or sale your company completed in the past 24 months?
Has your company done any business with government? <input type="checkbox"/> No; <input type="checkbox"/> Yes
If yes, what level of government (check all that apply): <input type="checkbox"/> Federal; <input type="checkbox"/> State; <input type="checkbox"/> Local
Has your company done any business with government in the State of Delaware? <input type="checkbox"/> No; <input type="checkbox"/> Yes
Number of government contracts, subcontracts, or sales completed (estimate):
<b>For Construction-Related Companies Only (not including suppliers of construction materials)</b>
What is your company's bonding capacity? \$ (indicate "unknown" if you do not know)
What % of your business is direct contracting?
What % of your business is subcontracting?

**State of Delaware Minority and/or Women Business Enterprise Affidavit**

Hereafter, "the Business" refers to

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Business Name

I understand the illegal nature of receiving public or private funds or other property as a consequence of false representation as to the minority status of the business and do herein certify under penalty imposed by Delaware statutes that the information provided is correct and said information herein may be used for the purposes of certifying the business as a Minority and/or Women Business Enterprise. Any false representation will be grounds for denying certification or initiating decertification in the future.

I agree to make available for inspection to the MWBE office any such materials that may be required to substantiate the degree of minority and women ownership and control of the business. I agree to arrange for on-site inspections of the business' facilities in order to verify information provided in this document.

I agree to provide written information relative to any future change in ownership and/or management of the business to the MWBE office within two weeks of the occurrence of the change. I acknowledge that failure to timely submit required change of status documentation might result in the decertification of the business.

I understand that the certification expiration is three years following the initial date of certification. I further understand that the business must apply for recertification prior to the expiration.

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Type or Print Name of Owner

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Signature of Owner

Date

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Title

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_ a.d.

Month, Year

Signed \_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE

County of \_\_\_\_\_

State \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Date









